

## ROUTING AND TRANSMITTAL SLIP

Date

10 Nov 87

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. EXA/DDA

2. ADDA

3. DDA

12 NOV 1987

4. DDA/Registry

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1-2+3

Attached are memos from DA to other DDs regarding parking & traffic management on the Hqs. Compound and soliciting their assistance. It also seeks nominees for the to-be-established Traffic/Parking Task Force.

I volunteer to be the DA rep.

ROUND TWO - FORWARD →

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

★ U.S.GPO: 1986-0-491-247/20047

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

## ADMINISTRATIVE - INTERNAL USE ONLY

1387

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Parking and Traffic Management

STAT REFERENCE:  Headquarters Compound Parking

1. This memorandum requests your support for increased ride sharing and for improved traffic distribution to meet agreed upon constraints relative to the occupancy of the new Headquarters building.

2. A reallocation of Headquarters parking is currently underway to coincide with the initial phases of the Headquarters consolidation. A total survey is necessary to allot spaces based on the current population scheduled to remain in the original building and those slated to occupy the new building. The survey also provides an opportunity to reallocate permits by parking areas to encourage the use of an assigned gate to better distribute traffic during peak hour arrivals and departures.

3. During the reallocation we must encourage greater use of shared ridership programs - car pools, van pools, and Metro transportation - in order to reduce the number of parking spaces which will be required when we reach our maximum population for the Headquarters compound. We are also in receipt of a memorandum from the General Services Administration Regional Administrator to the Director of Central Intelligence requesting all Government agencies to fully participate in carrying out Executive Order 12191 which promotes the Federal Ridership Program.

STAT 4. We are at a ridership level of 1.2 persons per vehicle, far below the Government-wide goals of 1.7. In order to meet the increase in requirements for parking, we should attain an Agency goal of 1.4. Records indicate that the Directorate of Intelligence (DI) currently has  participants in ride sharing programs. In order to attain an improved ridership ratio of 1.4 persons per vehicle, the DI participation (and all directorates) must be increased by  percent. This target equates to  participants for the DI.

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5. To assist in improving the ratio of ridership, managers and supervisors should be encouraged to adjust employee work hours to permit their participation in ridership programs in cases where mission and coverage are not jeopardized. Creating flexible work hours will eliminate one of the obstacles in organizing and expanding pool arrangements. All steps to provide conformity across directorate lines will result in fewer number of parking spaces required.

STAT 6. I am establishing a Headquarters Traffic/Parking Task  
STAT Force to be chaired by [redacted] Office of Logistics,  
STAT Facilities Management Division. [redacted] Please designate a  
STAT directorate focal point to [redacted] to participate on the task  
force.

[redacted]

William F. Donnelly

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STAT OL/FMD/MS  (30 Oct 87)

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